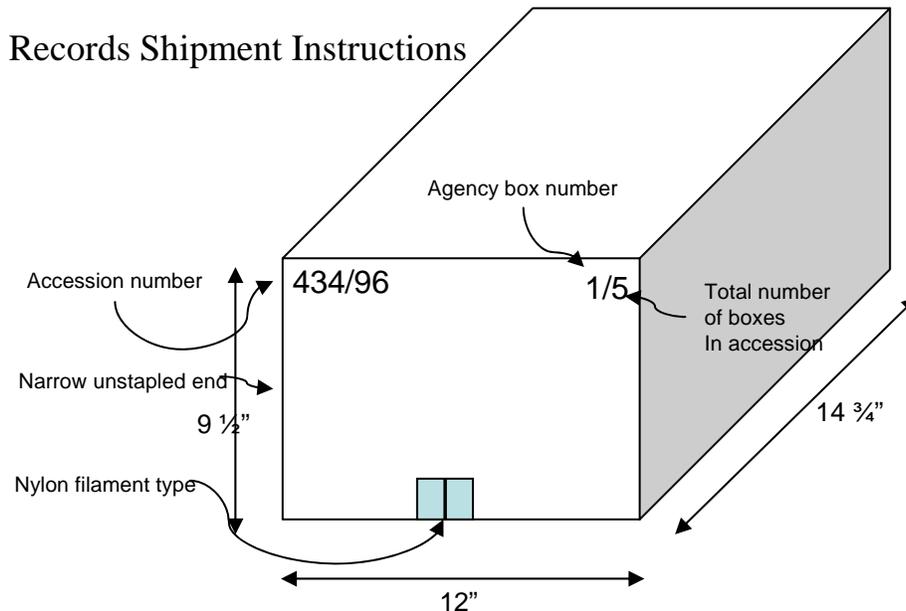


(Sample of Shipment Notice)
Federal Records Center – (Local Name)
(Local Address)



Shipment must arrive at FRC by: _____

Please follow the steps below carefully to avoid rejection of your shipment.

1. Print the accession number in the upper left corner of the narrow unstapled end of the box as illustrated above. Use black felt marker, making numbers 1 1/2" to 2" in size.
2. Print box numbers in upper right corner of the narrow unstapled end of the box as illustrated above.,
3. Secure boxes by crisscrossing the flaps on top of each box.
4. FRC's accept only boxes with the following Federal Supply Service Stock Number 8115-00-177-8249.
5. All shipments over 50 boxes must be in a numerical order such that the first box to be unloaded will be the last box of the accession.
6. If your shipment is over 250 boxes, instruct freight lines to contact (Local Name) of the Federal Records Center at (Local Tel. No.) at least 24 hours prior to delivery.
7. Ship all accessions to: Federal Records Center
(Local Address)

Noncompliance with the above steps could result in the rejection of your shipment. Any additional freight charges will be the responsibility of the shipping agency.